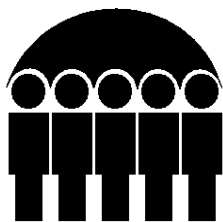


August 12, 2005

Employees' Manual
Title 14
Chapter N

Eligibility Tracking System (ETS)



Iowa
Department
of
Human Services

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OVERVIEW

The Eligibility Tracking System (ETS) is an on-line system designed to help income maintenance workers track months of assistance for the 60-month FIP limit that began January 1, 1997. ETS is used to:

- ◆ Count months of FIP assistance.
- ◆ Track information on hardship for families over the 60-month limit.
- ◆ Generate letters related to the 60-month limit and hardship applications.
- ◆ Create reports.

Income maintenance workers use ETS each month to issue letters to families who have reached certain “milestones.” Workers also access ETS to review the family’s status for the 60-month FIP limit and to issue letters, as appropriate, before:

- ◆ Approving applications,
- ◆ Processing reviews,
- ◆ Reopening or reinstating a case, or
- ◆ Adding an adult to an active case.

60-Month FIP Limit

Months of assistance are counted for adults who are:

- ◆ Parents, including:
 - Parents whose needs are included in the FIP grant,
 - Parents whose needs are excluded because they are ineligible or sanctioned,
 - Minor parents who are payee for their own FIP case.
- ◆ Needy specified relatives whose needs are included in the FIP grant.
- ◆ Incapacitated stepparents whose needs are included in the FIP grant.

Months of assistance are NOT counted for:

- ◆ Children,
- ◆ Minor parents who are not payee of their own FIP case,
- ◆ Parents who are SSI recipients,
- ◆ Specified relatives whose needs are not included in the FIP grant,
- ◆ Stepparents whose needs are not included in the FIP grant.

OVERVIEW

How ETS Counts a Month of Assistance

Revised February 17, 2006

Iowa Department of Human Services

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Chapter N Eligibility Tracking System (ETS)

How ETS Counts a Month of Assistance

To determine whether a month of assistance is counted for an individual, ETS considers the following:

- ◆ ISSV information
- ◆ The age of the individual
- ◆ The individual's FIP status
- ◆ TD03 Relationship code (the individual's relationship to the case name)
- ◆ TD03 Minor parent code

ISSV Information

ETS considers a month of assistance to have been issued if ISSV shows a warrant was issued for the month with an action code of:

E	School expenses
F	Court-ordered retroactive benefits
G	Guardianship or conservatorship fee
K	Corrective payment due to client error
M	System-generated, monthly cycle
N	Adjustive, change in household
R	Agency administrative error
S	Vendor payment
X	Other (on cases with a FIP case aid type only)
Blank	A warrant was issued outside of the normal cycle

Warrants issued with other action codes (including action code Z, PROMISE JOBS) are not considered a month of assistance.

ETS counts months of assistance for any adult whose needs are included in the FIP grant. ETS uses ISS3 to determine if a person's needs are included in the FIP grant.

FIP Status

ETS counts months of assistance for an adult (as defined above) whose needs are not included in the FIP grant (as shown on ISS3) if the individual's FIP status is:

- F Excluded parent **and** the INHOME code is Y
- I Sanctioned **and** the INHOME code is Y **and** the person is not in an individual limited benefit plan

Age

ETS counts months of assistance for adults, but not for children. ETS considers an individual to be an adult, if the individual is:

- ◆ Age 19 or over
- ◆ Age 18 with a TD03 relationship code of:
 - 0 Head of household
 - 1 Spouse
 - P Co-parent
- ◆ Age 18 with a TD03 minor parent code of 6 (adult co-parent of the minor parent's child)
- ◆ Under age 18 with a TD03 minor parent code of:
 - 0 Under 18, has been married
 - 1 Living with self-supporting parents
 - 2 Living with legal guardian
 - 3 Living independently

Relationship

ETS considers the relationship code to determine whether an 18-year-old should be considered an adult or a child.

Minor Parent Code

ETS considers the minor parent code to determine whether a person under age 18 should be considered an adult or a child.

OVERVIEW

How Changes in ABC Coding Are Counted in ETS

August 12, 2005

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Chapter N Eligibility Tracking System (ETS)

How Changes in ABC Coding Are Counted in ETS

When a worker changes coding in the ABC system, ETS will consider the new code beginning with the new system month. If the current system month or past months also need to be counted, the worker must adjust the count in ETS.

Ms. A is a minor parent with good cause for living independently. She is approved for FIP in March. In April, the worker discovers the minor parent code was not entered for Ms. A. As a result, ETS has not counted months of assistance for her.

On April 15, the worker enters minor parent code 1 (living independently), on ABC. ETS will begin counting months of assistance for Ms. A beginning with the next system month, May. The worker must make corrections in ETS to count the months of March and April.

ACCESSING ETS

There are two levels of access to ETS.




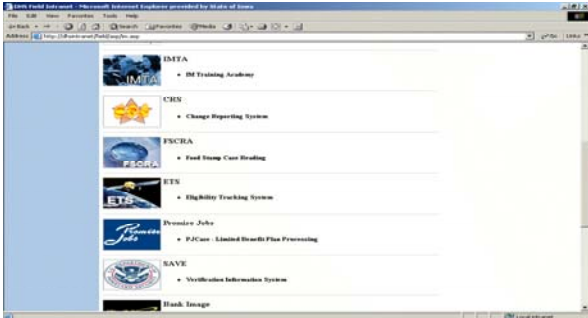
- ◆ Department of Human Services staff have entry access which allows them to view and to make entries into the ETS screens.
- ◆ PROMISE JOBS staff have view-only access, which allows them to view the ETS screens, but does not allow any entries to be made.

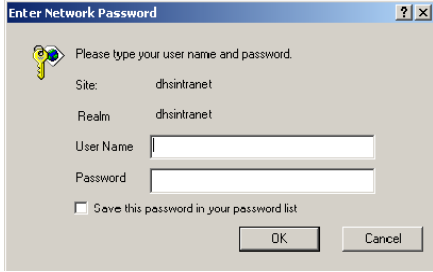

Note: For security reasons, if there is no activity in ETS for 20 minutes you will automatically be logged out of the system.

Department of Human Services staff and PROMISE JOBS staff access ETS using different procedures.

DHS Access Procedures


Department of Human Services staff access ETS using the following procedure.

Step	Action
1	<p>From your computer desktop, double click the Internet Explorer Icon.</p>  <p>Internet Explorer</p>
2	<p>If the DHS Field Intranet site is your home page, proceed to Step 3. If not, enter the address to go to that page. To do this, type http://dhsintranet/field/ into the address box of the Explorer ADDRESS field and press the ENTER key. The following page should appear.</p> 
3	<p>From the DHS Field Intranet site, click on one of the three links. The links are:</p> <ul style="list-style-type: none"> ◆ The IM link located in the left navigational bar, or ◆ The Iowa EBT card image located in the IM section, or ◆ The GO arrow  icon located in the IM section. <p>Clicking any of these links will display the web page containing the link to the ETS System.</p> 

Step	Action
4	<p>Click on either the ETS icon or the <u>Eligibility Tracking System</u> link. The “Enter Network Password” dialog box will appear.</p> 
5	<p>Enter your user name and password.</p> <p>Your user name is iadhsrc3\ followed by the first letter of your first name and then the first six letters of your last name. There should be no spaces in the text.</p> <p>Your password is the same password you use to sign in to the DHS network. When you change your network password, you will need to use your new network password to sign in to ETS.</p> <p>Note: Do not check the box “Save this password in your password list.”</p>
6	<p>Click OK. This will display the ETS Welcome Page.</p> 

PROMISE JOBS Access Procedures

PROMISE JOBS staff access ETS by following the steps outlined below.

Step	Action
1	<p>Access the ETS LOGIN screen by using the link provided by Iowa Workforce Development.</p> 
2	<p>Enter your login ID and password.</p> <ul style="list-style-type: none"> ◆ Your login ID is the first letter of your first name followed by the first six letters of your last name. ◆ If you do not know the password, you should use, ask your supervisor.
3	<p>Click on SUBMIT. This should display the ETS Welcome page.</p>

Login Assistance

To request access for a new employee, reset a password, change a login ID, or remove someone's access from ETS:

- ◆ DHS staff must contact the DHS SPIRS Help Desk.
- ◆ PROMISE JOBS staff must contact the Iowa Workforce Development PROMISE JOBS coordinator.

MENU SCREENS

Links to the five main ETS menu choices appear at the top of the page in a blue navigational bar. To access a selected area, click on the link in the navigational bar. The menu choices are:

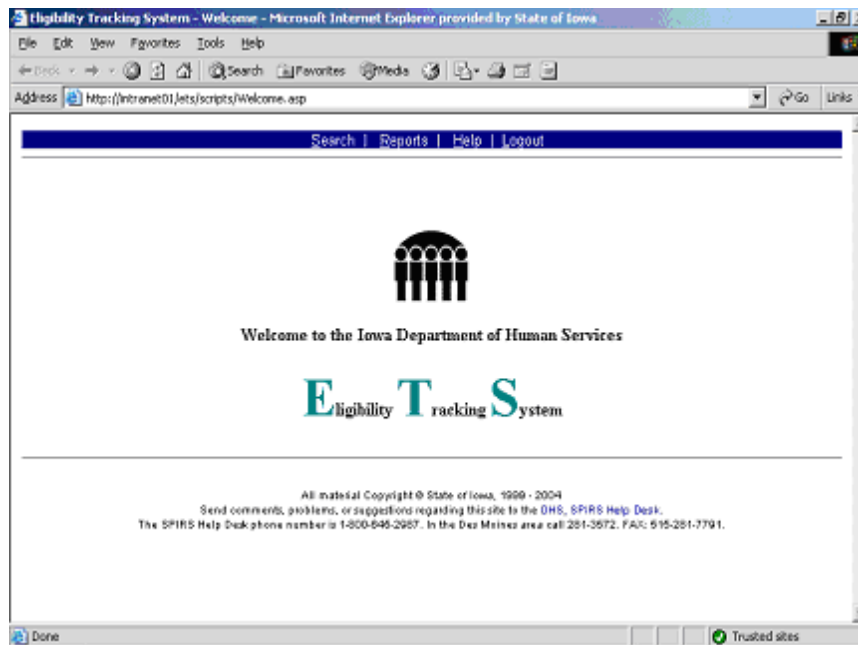
- ◆ ETS Home
- ◆ Search
- ◆ Reports
- ◆ Help
- ◆ Logout

ETS Home | Search | Reports | Help | Logout

From some of these menu screens, you will be able to access other screens, which are discussed in detail later in the chapter.

ETS Home

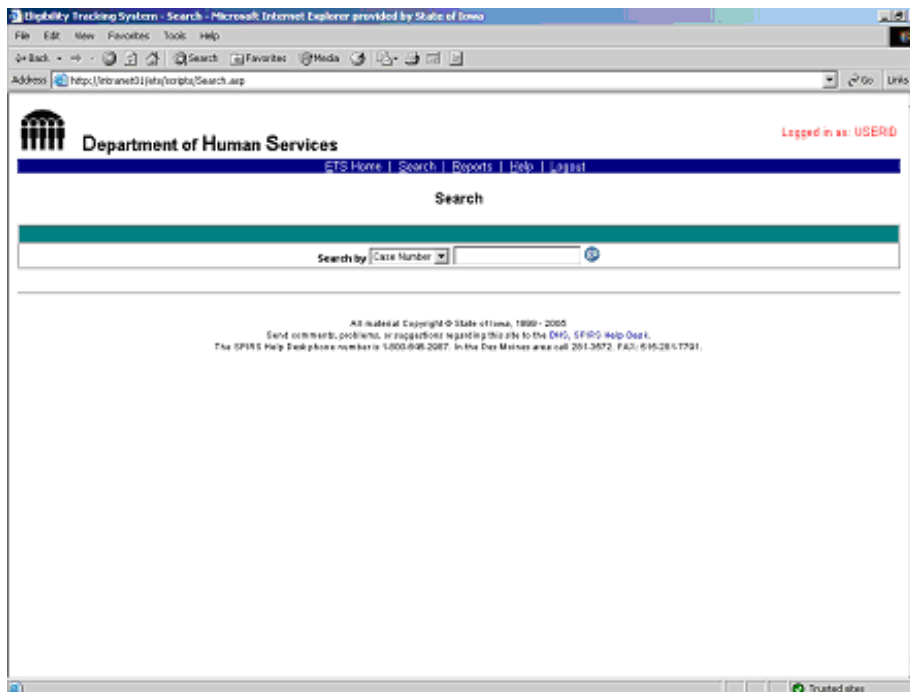
ETS Home is the first page you see when you enter the ETS system. You can navigate to other areas of ETS from the Home page by selecting an option on the blue menu bar.



Search Menu

The SEARCH screen allows you to search for an existing record by entering a:

- ◆ Case number,
- ◆ State ID, or
- ◆ Social security number.



Report Menu

The Report Menu allows you to view and print the following reports:

- ◆ Active FIP Cases That Have Used FIP For 36 or More Months
- ◆ 36-Month Statewide Summary
- ◆ FIP Hardship Exemption Approvals and Denials
- ◆ PROMISE JOBS Regional Report
- ◆ State and Federal TANF Report – For Central Office Use Only

MENU SCREENS

Report Menu

August 12, 2005

Iowa Department of Human Services

Title 14 Management Information

Chapter N Eligibility Tracking System (ETS)

For more information, see the **REPORTS** section.

Eligibility Tracking System - Report Menu - Microsoft Internet Explorer provided by State of Iowa

File Edit View Favorites Tools Help

Address http://info.ans11.iata/reports/ReportMenu.asp

Department of Human Services

ETS Home | Search | Reports | Help | Logout

Report Menu

Select the report you wish to create.

Active I/P Cases That Have Used I/P For 30 or More Months Report

Select a county, enter a worker number, and select a date range for this report.

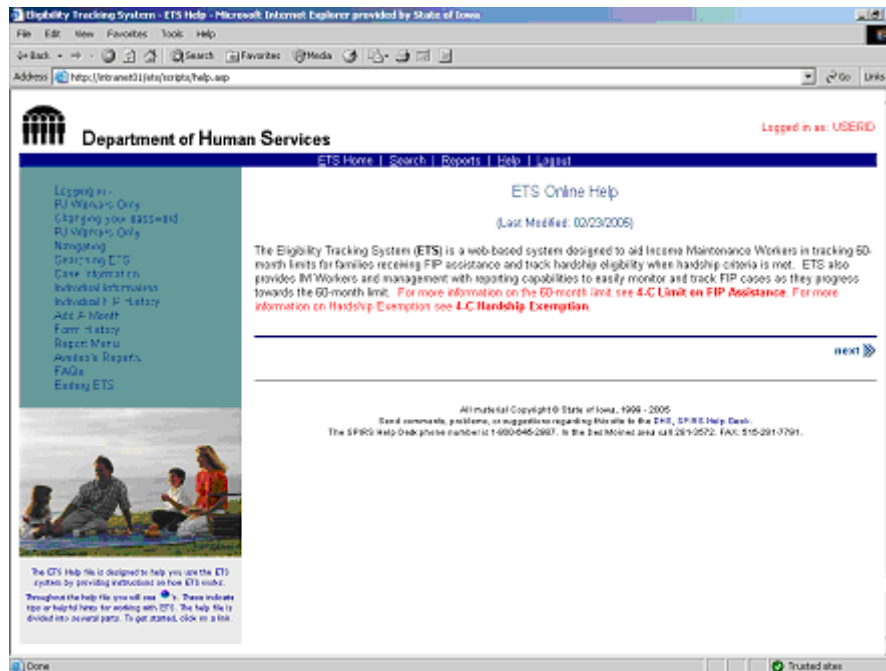
Report Level	County	Worker	From Date	To Date
County and Worker			January 1, 1997	April 30, 2005

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Send us e-mail, problems, or suggestions regarding this site to the SPIRS Help Desk.
The SPIRS Help Desk phone number is 1-800-945-2907. In the Des Moines area call 201-9572. FAX: 515-281-7391.

Help

ETS contains an Online Help menu. A table of contents is listed on the left side of the page. To learn about any of the subjects listed in the table of contents, use your mouse to click on the topic in the table of contents. You can also navigate through the online help system by clicking on the “next” or “back” arrows located at the bottom of each page.

If you have questions regarding the ETS system that are not answered in the Help file, DHS staff should contact the SPIRS Help Desk. Their telephone number, as well as an e-mail link, is located at the bottom of each screen in the ETS system. PROMISE JOBS staff should contact their Iowa Workforce Development PROMISE JOBS coordinator.



Logout

Clicking on the Logout link on the blue navigational bar will cause you to be returned to the ETS Home Page. You will not actually be logged out of ETS. You, and others, will be able to use the ETS system without logging back in.

Be sure that you are actually logged out of the system before leaving your computer. To logout of ETS, click on the X in the top right hand corner of your screen.

INFORMATION SCREENS

When you search using a case number, state identification number, or social security number, you will be taken to either the INDIVIDUAL INFORMATION screen or the CASE INFORMATION screen. From these screens, you can access other screens to view more information regarding the case or the individual. DHS staff can also print forms, add hardship exemption approvals and denials, and add FIP months from links provided on these screens.

Hover Text Feature

“Hover text” is a feature in ETS that provides you with additional information regarding the coding or other entries in certain fields of the ETS screens. To use hover text, place your cursor over a field. If hover text is available for the field, a box will appear giving you information regarding the information that is in the field.

For example, if you are in the INDIVIDUAL INFORMATION screen and place your cursor over the code “A” in a field in the column INDIVIDUAL MED STATUS, a box will appear that states, “Opened, due to application.”

Also, by placing your cursor over a field containing an individual’s date of birth, the hover text box will display their current age.

Individual Information Screen

You can gain access to the INDIVIDUAL INFORMATION screen:

- ◆ From the Search Menu, using an individual’s state identification number or social security number, or
- ◆ From the CASE INFORMATION screen or INDIVIDUAL FIP HISTORY screen, by clicking on the individual’s state identification number while on those pages.

Department of Human Services

ETS Home | Search | Reports | Help | Logout

Individual Information

Individual information for JANE DOE

State ID	SSN	Date of Birth
00000000	SSN/00-00-0000	04/04/1970

Associated Cases for JANE DOE

Case Number	Individual FIP Status	Individual FS Status	Individual MED Status	Minor Parent Code	Relationship Code
F00000-00-0	C	C	C		0
F00000-01-0	N	N	D		2
F00000-02-0	S	S	N		2
F00111-01-0	S	S	N		2

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Send comments, questions, or suggestions regarding this site to the DHS, ETRIS Help Desk.
The ETRIS Help Desk phone number is 1-800-678-2087. In the Des Moines area call 281-3572. FAX: 515-281-7731.

The INDIVIDUAL INFORMATION screen contains two sections.

- ◆ Individual Information Section
- ◆ Associated Cases Section

Note: Hover text is available on this screen.

Individual Information Section

The Individual Information section provides the following information:

- ◆ **STATE ID** displays the individual's state identification number.
- ◆ **SSN** displays the individual's social security number.
- ◆ **DATE OF BIRTH** displays the individual's birth date.

Associated Cases Section

The Associated Cases section includes the following information:

- ◆ **CASE NUMBER** displays all cases the individual is or has been associated with.
The case number is also a link to the CASE INFORMATION screen. Click on the case number you wish to view.
- ◆ **INDIVIDUAL FIP STATUS** is the individual's current FIP status on that case.
- ◆ **INDIVIDUAL FS STATUS** is the individual's current Food Assistance status on that case.
- ◆ **INDIVIDUAL MED STATUS** is the individual's current medical status on that case.
- ◆ **MINOR PARENT CODE** displays the individual's minor parent code. If the individual is not a minor parent or a co-parent of a minor parent's child, the field will be blank.
- ◆ **RELATIONSHIP CODE** displays the individual's relationship to the case name.

Case Information Screen

You can gain access to the CASE INFORMATION screen:

- ◆ By using the SEARCH MENU screen to search for a particular case number, or
- ◆ From the INDIVIDUAL INFORMATION screen by clicking on the case number link, or
- ◆ From the INDIVIDUAL FIP HISTORY screen by clicking on the “Case Information” link.

Eligibility Tracking System - Case Information - Microsoft Internet Explorer provided by State of Iowa

ETS Home | Search | Reports | Help | Logout

Case Information

Associated Individuals | Hardship Exemptions

Case Name JANE DOE		77 - CMB		Case Number P0000.00.0	
Payee	Payee Mod	Phone Number	Aid Type	FIP Case Status	C
Address 1		City	Co Res	FS Case Status	C
Address 2		State	FIP Code	MH Case Status	C
				Minor Parent Good Cause Code	
				Number of Active FIP Individuals	4

form history

Associated Individuals for Case P0000.00.0										
	State ID	Last Name	First Name	SSN	Date of Birth	Relationship Code	Individual FIP Status	Individual FS Status	Individual MH Status	Minor Parent Code
Individual FIP History	55555555	DOE	JANE	555-55-5555	04/04/1979	0	C	C	C	
Individual FIP History	55555555	DOE	JOE	555-33-3333	10/15/2004	2	A	A	A	
Individual FIP History	55555555	DOE	JILL	555-22-2222	02/12/2002	2	C	C	C	
Individual FIP History	55555555	DOE	JANE	555-11-1111	06/15/2000	2	C	C	C	

Hardship Exemptions for Case P0000.00.0	
No hardship exemptions have been approved or denied for this case.	
Add A Hardship Exemption Approval	Add A Hardship Exemption Denial

[Back to Top](#)

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Trusted site

There are three sections to the CASE INFORMATION screen.

- ◆ Case Information Section
- ◆ Associated Individuals Section
- ◆ Hardship Exemptions

Note: Hover text is available on this screen.

Case Information Section

The “Case Information” section lists specific information from ABC for this case:

- ◆ **PAYEE** is the name of the person to whom payment is made on the household’s behalf.
- ◆ **PAYEE/MOD** displays the relationship of the payee to the case name. If the payee is the case name, this field will be blank.
- ◆ **ADDRESS 1** displays any address information that is entered in the ADDRESS 1 field on the TD01 for this case.
- ◆ **ADDRESS 2** displays any address information that is entered in the ADDRESS 2 field on the TD01 for this case.
- ◆ **PHONE NUMBER** displays the phone number provided by the household.
- ◆ **CITY** is the name of the town where the household’s mail is sent.
- ◆ **STATE** is the name of the state where the household’s mail is sent.
- ◆ **ZIP CODE** is the zip code where the household’s mail is sent.
- ◆ **AID TYPE** displays the aid type for this case number.
- ◆ **CO RES** displays the county in which the household resides.
- ◆ **FIP CASE STATUS** indicates the current FIP status of the case.
- ◆ **FS CASE STATUS** indicates the current Food Assistance status of the case.
- ◆ **MED CASE STATUS** indicates the current Medical Assistance status of the case.
- ◆ **MINOR PARENT GOOD CAUSE CODE** displays any applicable codes indicating why a minor parent is not living with an adult parent or legal guardian.
- ◆ **NUMBER OF ACTIVE FIP INDIVIDUALS** indicates the number of people currently active for FIP on the case.
- ◆ **FORM HISTORY** is a link that will take you to the FORM HISTORY screen where you can view and print the forms that have been generated for the case.

Associated Individuals Section

The “Associated Individuals” section of the CASE INFORMATION screen lists all persons who have been associated with this case, whether active or inactive.

Previously associated persons, who have been closed from the case for so long that they no longer appear on the ABC TD03 screen, will still appear in the “Associated Individuals” section. This section includes the following information for each individual:

- ◆ **INDIVIDUAL FIP HISTORY** is a link to the INDIVIDUAL FIP HISTORY screen for the person listed to the right of the link.
- ◆ **STATE ID** is displayed for each associated individual. The state identification number is also a link to that person’s INDIVIDUAL INFORMATION screen.
- ◆ **LAST NAME** is the last name of the associated individual.
- ◆ **FIRST NAME** is the first name of the associated individual.
- ◆ **SSN** is the social security number of the associated individual.
- ◆ **DATE OF BIRTH** is the birth date of the individual.
- ◆ **RELATIONSHIP CODE** displays the individual’s relationship to the case name.
- ◆ **INDIVIDUAL FIP STATUS** is the individual’s current FIP status on that case.
- ◆ **INDIVIDUAL FS STATUS** is the individual’s current food assistance status on that case.
- ◆ **INDIVIDUAL MED STATUS** is the individual’s current medical status on that case.
- ◆ **MINOR PARENT CODE** displays the individual’s minor parent code if applicable. If the individual is not a minor parent or a co-parent of a minor parent’s child, the field will be blank.

Hardship Exemptions Section

The “Hardship Exemptions” section lists the history of all hardship approvals and denials for the case. If no hardship denials or approvals have been recorded for the case, the statement, “NO HARDSHIP EXEMPTIONS HAVE BEEN APPROVED OR DENIED FOR THIS CASE,” will appear in the section.

This section also contains links to the ADD A HARDSHIP EXEMPTION APPROVAL and ADD A HARDSHIP EXEMPTION DENIAL screens, which PROMISE JOBS staff cannot access. This section contains the following fields:

HARDSHIP EXEMPTION TYPE shows if the entry was an approval or denial.

START DATE shows the beginning of the exemption period if an exemption was approved. There will not be an entry in this field for a denial.

END DATE is the date the approved exemption ends. The field will be empty for a denial.

DENIAL DATE shows the date the hardship exemption was denied. This field will be blank for an approval.

HARDSHIP EXEMPTION REASON(S) shows the reasons for the approval or denial.

UPDATE is a link that allows the worker to correct a hardship approval or denial that has already been entered.

Individual FIP History Screen

Access the INDIVIDUAL FIP HISTORY screen by clicking on the link in the CASE INFORMATION screen. The INDIVIDUAL FIP HISTORY screen is divided into four sections.

- ◆ Individual Information
- ◆ FIP 60-Month Limit Totals
- ◆ Iowa FIP Months Used
- ◆ Out-of-State Months Used

Note: Hover text is available on this screen.

Eligibility Tracking System - Individual FIP History - Microsoft Internet Explorer provided by State of Iowa

ETS Home | Search | Reports | Help | Logout

Individual FIP History

Case Information | FIP Months Used

Individual Information for JANE DOE

State ID: 515559C	SSN: 555-55-5555	Date of Birth: 04/04/09
-------------------	------------------	-------------------------

FIP 60-Month Limit Totals for JANE DOE

Total FIP Months Used	53
Total FIP Months Remaining	7
Total Months Used Out-of-State	5
First Month of FIP Usage	06/2000
Projected Last Month of Regular FIP Eligibility	11/2005
Federal Total Months Used	53

Iowa FIP Months Used by JANE DOE

Month/Year	Case Number	FIP Over 60 Months No Hardship	County Exemption	Action	Parent Code	Minor Code	Included on FIP Grant	Two-Parent OR Excluded/Transitioned from FIP Grant	Reason Month Not Counted
04/2005	00000-00-0	77	<input type="checkbox"/>	M			<input checked="" type="checkbox"/>	<input type="checkbox"/>	
03/2005	00000-00-0	77	<input type="checkbox"/>	M			<input checked="" type="checkbox"/>	<input type="checkbox"/>	
02/2005	00000-00-0	77	<input type="checkbox"/>	M			<input checked="" type="checkbox"/>	<input type="checkbox"/>	
01/2005	00000-00-0	77	<input type="checkbox"/>	M			<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12/2004	00000-00-0	77	<input type="checkbox"/>	M			<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11/2004	00000-00-0	77	<input type="checkbox"/>				<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Individual Information Section

The “Individual Information” section contains the following information regarding the individual:

- ◆ **STATE ID** displays the individual’s state identification number.
- ◆ **SSN** displays the individual’s social security number.
- ◆ **DATE OF BIRTH** displays the individual’s birth date.

FIP 60-Month Limit Totals Section

The “FIP 60-Month Limit Totals” section provides the following information regarding the individual:

- ◆ **TOTAL FIP MONTHS USED** displays the total FIP months used to date. It includes both Iowa and out-of-state months. Use this total to determine when to cancel a case due to the 60-month limit.

- ◆ **TOTAL FIP MONTHS REMAINING** is a number calculated by the ETS system by subtracting the TOTAL FIP MONTHS USED from the 60-month limit.
- ◆ **TOTAL MONTHS USED OUT-OF-STATE** is the number of months recorded in the “Out-of-State Months Used” section.
- ◆ **FIRST MONTH OF FIP USAGE** is the first month of assistance. The earliest this date will be is 1/1997, which is the month Iowa began the 60-month FIP limit.
- ◆ **PROJECTED LAST MONTH OF REGULAR FIP ELIGIBILITY** is calculated by the system by adding the Total FIP Months Remaining to the current date. When an individual receives FIP beyond 60 months, this date will remain the date the limit was reached, as long as the additional months are part of a hardship period or have a check in the “FIP Over 60-Months No Hardship Exemption” column.
- ◆ **FEDERAL TOTAL MONTHS USED** is the number of months that count for the federal 60-month limit. If another state asks for the number of TANF months used, give this number. This number is the total of the Iowa months with a check mark in the “Included on FIP Grant” column and the out-of-state months.

ETS automatically adjusts these totals each time the count changes.

Iowa FIP Months Used Section

The “Iowa FIP Months Use” section lists up to the latest 12 months that an Iowa FIP grant was linked to the individual based on the individual’s state identification number and ISSV/ISS3 issuances.

If the individual has received more than 12 months of FIP, you can view the remaining months by clicking on the link, [More Iowa Months>>](#). To return to the first page of the INDIVIDUAL FIP HISTORY screen, click on the [<<Back](#) link.

All months a FIP grant was issued for a person will display. However, months the person was a child will not have a check mark in either the “Included on FIP Grant” or the “Two-Parent or Excluded/Sanctioned from FIP Grant” columns. FIP received as a child is not counted towards the 60-month FIP limit.

If no issuances have been received in the state of Iowa, the words, “NO MONTHS HAVE BEEN USED BY THIS INDIVIDUAL” will be displayed.

The “Iowa FIP Months Used” section contains the following information:

- ◆ **MONTH/YEAR** displays each month that the individual received a FIP issuance in the state of Iowa.
- ◆ **CASE NUMBER** displays the case number from which the issuance was received. The case number is also a link to the CASE INFORMATION screen for that case.
- ◆ **COUNTY** displays the county of residence.
- ◆ **FIP OVER 60-MONTHS NO HARDSHIP EXEMPTION** indicates each month the individual has received FIP beyond the 60-month limit without being approved for a hardship exemption. This may occur if the case was not canceled at the end of the 60-month period or because a household was reinstated due to a timely appeal of the 60-month cancellation.

The income maintenance worker must enter a check in the column next to each month beyond 60 that is not included in the hardship exemption period.

- ◆ **ACTION CODE** corresponds to the action coding used on ISSV and defines the reason for the warrant issuance or cancellation. (See 14-B(4), **Issuance Verification System (ISSV)**.) If more than one warrant was issued for the month, such as a monthly issuance and a special issuance, the first issuance for the individual will appear.
- ◆ **MINOR PARENT CODE** displays the individual’s minor parent code if applicable. If the individual is not a minor parent or a co-parent of a minor parent’s child, the field will be blank.
- ◆ **INCLUDED ON FIP GRANT** will display a check mark in the box if the individual is considered an adult and the individual’s needs were included in the FIP grant for the month. **Exception:** For months 10/03 and after, if an adult received FIP on a two-parent case with a 35-0 or 33-8 aid type, the check mark appears in the Two-Parent or Excluded/Sanctioned column.
- ◆ **TWO-PARENT OR EXCLUDED/SANCTIONED FROM FIP GRANT** will display a check mark in the box if the individual’s needs were not included in the grant for the month, but the individual is an adult who is excluded because of ineligibility or sanction. A check mark will also appear for months 10/03 and after if the individual is an adult on a 35-0 or 33-8 aid type case.

For two-parent cases, the MONTH/YEAR box will be colored orange. These months count for the state 60-month limit, but not the federal limit.

- ◆ **REASON MONTH NOT COUNTED** contains a drop-down box with reasons for removing a month of assistance that should not be counted. Possible reasons are:
 - All FIP was returned.
 - All FIP was reimbursed by child support collection.
 - All FIP was reimbursed by overpayment recovery.
 - Agency error

Note: Agency error is the only reason that should currently be used to remove a month from the count.

These additional options are located at the bottom of the “Iowa FIP Months Used” section:

- ◆ **UPDATE** will update the screen with any changes you entered.
- ◆ **RESET** will reset the screen back to the way it looked before you entered any changes as long as your changes have not been updated.
- ◆ **ADD AN IOWA MONTH** is a link that will take you to the ADD AN IOWA MONTH screen, which allows you to add months to an individual’s FIP history.

If changes are made in a month of assistance, the MONTH/YEAR will change from black to purple. This will alert you that this month has been adjusted, either by adding or subtracting the month or by changing it between “Included on FIP Grant” and “Two Parent or Excluded/Sanctioned from FIP Grant.”

Out-of-State Months Used Section

The “Out-of-State Months Used” section lists the months used in another state that have been added to the ETS count. If no out-of-state months have been entered, the message, “NO MONTHS HAVE BEEN USED FOR THIS INDIVIDUAL,” will be displayed.

The “Out-of-State Months Used” section contains the following information:

- ◆ **MONTH/YEAR** displays each month that a FIP issuance was received in another state by the individual.
- ◆ **IOWA CASE NUMBER** displays the Iowa case number under which the out-of-state issuances were recorded on ETS.
- ◆ **STATE** is the state or U.S. territory where assistance was received.

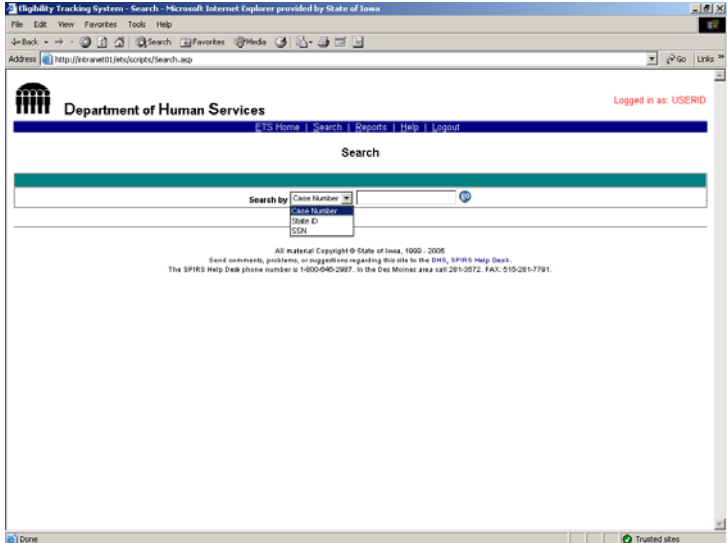
- ◆ **CHANGE STATE** is used if an incorrect state name has been entered. Use the drop-down box under STATE to select the correct state name and select **CHANGE STATE** to complete the change.
- ◆ **DELETE** will remove the month.

The following are found below the “Out-of-State Months Used” section:

- ◆ **RESET** will reset the screen back to the way it looked before you entered any changes, as long as your changes have not been updated.
- ◆ **ADD AN OUT-OF-STATE MONTH** is a link that will take you to the **ADD AN OUT-OF-STATE MONTH** screen, which allows you to add months to an individual’s FIP History.

SEARCH ETS

ETS allows you to search for an existing record by using case numbers, state identification numbers, and social security numbers. To search for a record follow the steps below.

Step	Action
1	<p>Click on the SEARCH link in the blue navigational bar at the top of the page. This will display the SEARCH page.</p> 

Step	Action
2	Use the drop-down box to choose to search using a case number, a state identification number, or a social security number. <ul style="list-style-type: none">◆ If you search using a case number, the CASE INFORMATION screen will display.◆ If you search using a state identification number or social security number, the INDIVIDUAL INFORMATION screen will display.
3	Enter the case number, state identification, or social security number and click the blue “GO” icon. Note: When entering a case number or social security number, do not allow any spaces or use punctuation such as hyphens or slashes.

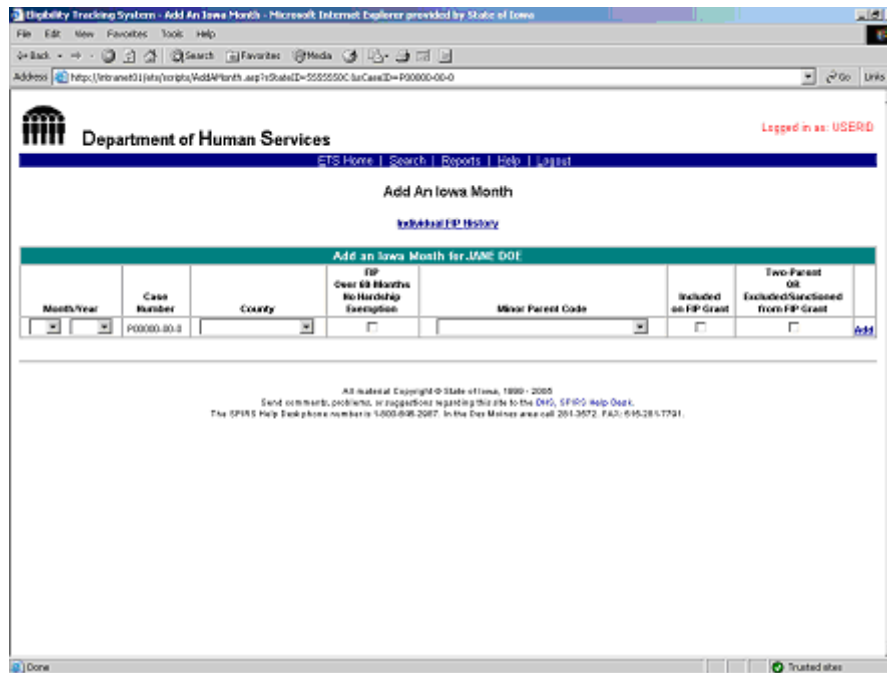
ADD FIP MONTHS

DHS staff has the ability to add Iowa months and out-of-state months to an individual’s FIP history record. To access either the ADD AN IOWA MONTH screen or the ADD AN OUT OF STATE MONTH screen, follow the steps below.

Step	Action
1	From the ETS home page or any of the Menu screens, click on the SEARCH link located in the blue navigation bar at the top of the page.
2	When the SEARCH screen displays, use the drop-down box to choose the method you will use for the search (case number, state ID number, or social security number).
3	In the field next to the drop-down box, enter the applicable case number, state identification number, or social security number and click the blue “GO” icon. If you searched using a case number, skip to Step 5.
4	If you searched using a state identification number or social security number, you should be at the INDIVIDUAL INFORMATION screen. Click on any of the case numbers located in the “Associated Cases” section.
5	When the CASE INFORMATION screen displays, click on the <u>Individual FIP History</u> link next to the individual for whom you need to add a month.
6	When the INDIVIDUAL FIP HISTORY screen displays, click on the applicable link, either <u>Add an Iowa Month</u> at the bottom of the section “Iowa FIP Months Used” or <u>Add an Out-of-State Month</u> at the bottom of the section “Out-of-State Months Used.”

Add an Iowa Month

Use the ADD AN IOWA MONTH screen to adjust the countable FIP months by adding months to an individual's FIP history.



To add an Iowa month, follow these steps:

Step	Action
1	Use the drop-down boxes in the MONTH/YEAR column to choose which month you want to add.
2	Use the drop-down box in the COUNTY column to choose the county of residence.
3	If the month is beyond the 60-month limit and is not included in the hardship exemption period, enter a check in the column, FIP OVER 60-MONTHS NO HARDSHIP EXEMPTION.

Step	Action
4	<p>Use the drop-down box in the MINOR PARENT CODE to chose the applicable entry. The choices are:</p> <ul style="list-style-type: none">0 Under 18/has been married1 Living with self-supporting parents2 Living with legal guardian3 Living independently4 Living in a three-generation FIP household5 Living with a non-parental caregiver6 Adult co-parent of the minor parent's child <p>Not applicable</p> <p>Note: Minor parent codes 4 and 5 are included in the drop-down list; but they are not valid selections when adding an out-of-state month, as the minor parent in these situations is considered a child.</p>
5	<p>Enter a check in the INCLUDED ON FIP GRANT column if the individual is considered an adult and the individual's needs were included in the FIP grant for the month.</p>
6	<p>Enter a check in the TWO-PARENT OR EXCLUDED/SANCTIONED FROM FIP GRANT column if the individual's needs were not included in the grant for the month, but the individual is an adult who is excluded because of ineligibility or sanction or is included in a 35-0 or 33-8 aid type case.</p>
7	<p>Click on the <u>Add</u> link to update the INDIVIDUAL FIP HISTORY screen.</p>

Add an Out-of-State Month

The ADD AN OUT-OF-STATE MONTH screen allows you to adjust out-of-state countable months by adding months to an individual's FIP history.

To add an out-of-state month, follow these steps:

Step	Action
1	Use the drop down boxes in the MONTH/YEAR column to enter the month you wish to add.
2	Use the drop down box in the STATE column to choose the state from which the person received assistance in the month you are adding.
3	Click on the <u>Add</u> link to update the INDIVIDUAL FIP HISTORY screen.

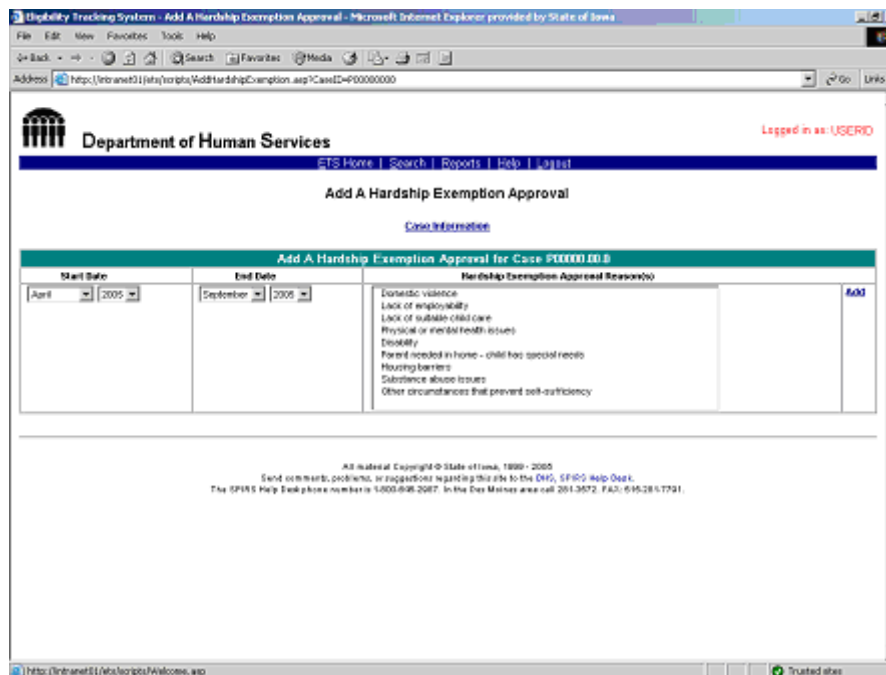
ADD A HARDSHIP EXEMPTION APPROVAL/DENIAL

Links to the ADD A HARDSHIP EXEMPTION APPROVAL and ADD A HARDSHIP EXEMPTION DENIAL screens are located in the “Hardship Exemptions” section of the CASE INFORMATION screen. Any hardship exemption approvals and denials entered on these screens will be shown in the “Hardship Exemptions” section of the CASE INFORMATION screen. The most recent denials or approvals will display first.

Note: These screens are functional only for IM workers who have entry access to ETS.

Add a Hardship Exemption Approval

The ADD A HARDSHIP EXEMPTION APPROVAL screen allows you to record hardship exemption approvals.



To add a hardship exemption approval, follow these instructions:

Step	Action
1	In the START DATE column, use the drop-down boxes to choose the date the exemption begins. The start date will default to the current date, but can be changed.
2	In the END DATE column, use the drop-down boxes to choose the date the exemption ends. The end date will default to the date six months following the start date, but can be changed.

Step	Action
3	<p>In the HARDSHIP EXEMPTION APPROVAL REASON(S) column, choose the reason or reasons for the approval. This should match the reasons indicated on form 470-3876, <i>Hardship Exemption Determination</i>. The choices are:</p> <ul style="list-style-type: none"> ◆ Domestic violence ◆ Lack of employability ◆ Lack of suitable child care ◆ Physical or mental issues ◆ Disability ◆ Parent needed in home – child has special needs ◆ Housing barriers ◆ Substance abuse issues ◆ Other circumstances that prevent self-sufficiency <p>Note: To select multiple approval reasons, hold down the CTRL key while clicking on your selections.</p>
4	<p>Click on the <u>Add</u> link to update the “Hardship Exemption” section of the CASE INFORMATION screen.</p>


Add a Hardship Exemption Denial

The ADD A HARDSHIP EXEMPTION DENIAL screen allows you to record a hardship exemption denial.

Digitally Tracking System - Add A Hardship Exemption Denial - Microsoft Internet Explorer provided by State of Iowa

File Edit View Favorites Tools Help

Address <https://iowadhs01.ihsa/iowahs/AddHardshipDenial.asp?CaseID=P000000000>

 Department of Human Services

Logged in as: USERID

[ETS Home](#) | [Search](#) | [Reports](#) | [Help](#) | [Logout](#)

Add A Hardship Exemption Denial

[Click Information](#)

Add A Hardship Exemption Denial for Case P000000000			
Date Denied		Hardship Exemption Denial Reason	
April	11	2005	<input type="text"/> Add

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 Send comments, problems, or suggestions regarding this site to the DHS, EFIRS Help Desk.
 The EFIRS Help Desk phone number is 1-800-898-2087. In the Des Moines area call 201-3572. FAX: 615-231-1791.

To add a hardship exemption denial, follow these steps:

Step	Action
1	Use the drop-down boxes in the DATE DENIED column to enter the date the hardship exemption was denied. The start date will default to the current date, but can be changed.
2	<p>In the column titled HARDSHIP EXEMPTION DENIAL REASON, use the drop-down box to choose the reason for the denial. This should be the same reason entered in the ABC system. The possible selections are:</p> <ul style="list-style-type: none">◆ No FIP eligibility◆ FIP eligibility not dependent on hardship◆ Client withdrew hardship exemption request◆ Hardship exemption request submitted before month 59◆ Did not provide requested information◆ Did not return Public Assistance Application◆ Does not meet hardship criteria◆ Did not attend PROMISE JOBS interview◆ Did not sign FIA
3	Click on the <u>Add</u> link to update the “Hardship Exemption” section of the CASE INFORMATION screen.

Update a Hardship Approval or Denial

Once you have entered a hardship exemption approval or denial, it will be displayed in the Hardship Exemptions section of the CASE INFORMATION screen.

If you need to make a change to the approval or denial, click on the UPDATE link next to the approval or denial in which you would like to make the change. This will take you to the HARDSHIP EXEMPTION APPROVAL or HARDSHIP EXEMPTION DENIAL screen to allow you to update the information.

FORM HISTORY

Access the FORM HISTORY screen by clicking on the FORM HISTORY link located on the CASE INFORMATION screen.

Disability Tracking System - Form History - Microsoft Internet Explorer provided by State of Iowa

Address: http://intranet01(ets)scripts/letter-history.asp

Department of Human Services

ETS Home | Search | Reports | Help | Logout

Form History

Case Information

Available forms

County	Worker	Name	Date Generated	FIP Months Used	
77	OMS	47D-3951, Important information About Your FIP Case	12/27/2004	49	Print
77	OMS	47D-3951, Important information About Your FIP Case	09/01/2004	46	Print

[Back to top](#)

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 Send comments, problems, or suggestions regarding this site to the DHS, SPHS Help Desk.
 The SPHS Help Desk phone numbers: 1-800-645-2987. In the Des Moines area call 201-3572. FAX: 515-281-7704.

This page displays a list of all forms previously generated for the case from the report, “Active Cases That Have Used FIP for 36 or More Months by County/Worker.” The following information will appear in the history:

- ◆ County and worker number
- ◆ Names of the forms that have been created, if any
- ◆ Dates the forms were generated
- ◆ Number of FIP months used when the form was generated

If no forms have been generated for the case, a message displays stating, “NO FORMS HAVE BEEN GENERATED FOR THIS CASE.”

A [PRINT](#) link appears after each form that has been generated. Click on the link to print an exact copy of the previously issued form, including the date, address, and number of months of FIP assistance that were included on that form.

Generate Blank Forms

The FORM HISTORY screen also allows you to generate the following blank forms:

- ◆ *Important Information About Your FIP Case*, 470-3851
- ◆ *Request for FIP Beyond 60 Months*, 470-3826
- ◆ *5-Year Limit on FIP Assistance*, Comm. 137

These forms must be completed manually. Families who are not active for FIP or who have used less than 36 months do not appear on the “Active Cases That Have Used FIP for 36 or More Months by County/Worker” report. Use the FORM HISTORY screen to generate forms for these families.

Blank forms and duplicate copies generated will not be listed on the FORM HISTORY screen.

REPORTS

To view reports, click on the [REPORTS](#) link located in the blue navigational bar. This will display the REPORT MENU. Use the drop-down box to choose one of the following reports to view:

- ◆ Active FIP Cases That Have Used FIP For 36 or More Months
- ◆ 36-Month Statewide Summary
- ◆ FIP Hardship Exemption Approvals and Denials
- ◆ PROMISE JOBS Regional Report
- ◆ State and Federal TANF Report – For Central Office Use Only

Active Cases That Have Used FIP for 36 or More Months Report

The “Active Cases That Have Used FIP for 36 or More Months by County/Worker” report lists all active FIP cases that have used 36 or more months of FIP assistance beginning January 1, 1997. For two-parent cases, the parent with the higher count appears. If both parents have the same count, the one with the lower relationship code is displayed.

REPORTS

Active Cases That Have Used FIP for 36 or More...

August 12, 2005

Iowa Department of Human Services

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You can view this report using three sets of search criteria. They are:

- ◆ **County and Worker:** The system will ask you to indicate the county, worker number, and date range you want to include in the report. If there are no active FIP cases that have used FIP for 36 months or more, the system will display an error message indicating this. Click OK to perform a new search.
- ◆ **Service Area by County:** The system will ask you to indicate the service area and date range you want to include in the report.
- ◆ **Service Area by County of Residence:** The system will ask you to indicate the service area and date range you want to include in the report.

For all three reports, the “FROM DATE” is January 1, 1997, and cannot be changed. The date in the “TO DATE” field defaults to the last day of the current calendar month. It is possible to select a different “TO DATE.”

Note: Although the default date in the “TO DATE” field appears as the last day of the current calendar month, ETS is updated daily as changes occur in the ABC and ISSV systems. As a result, after system cutoff, when the next system month’s monthly warrant is recorded on ISSV, it also appears on ETS.

September is the 40th month of assistance for a family. After cutoff in September, when the October monthly warrant is recorded on ISSV, it will also appear on ETS and the counts on the ETS screens and report will reflect the additional month of assistance for October.

Each of the reports list the following information:

- ◆ Case name
- ◆ Case number
- ◆ Individual’s name
- ◆ County of residence
- ◆ Number of months of assistance the individual has used
- ◆ Number of months remaining for the individual

REPORTS

Active Cases That Have Used FIP for 36 or More...

August 12, 2005

Iowa Department of Human Services

Title 14 Management Information

Chapter N Eligibility Tracking System (ETS)

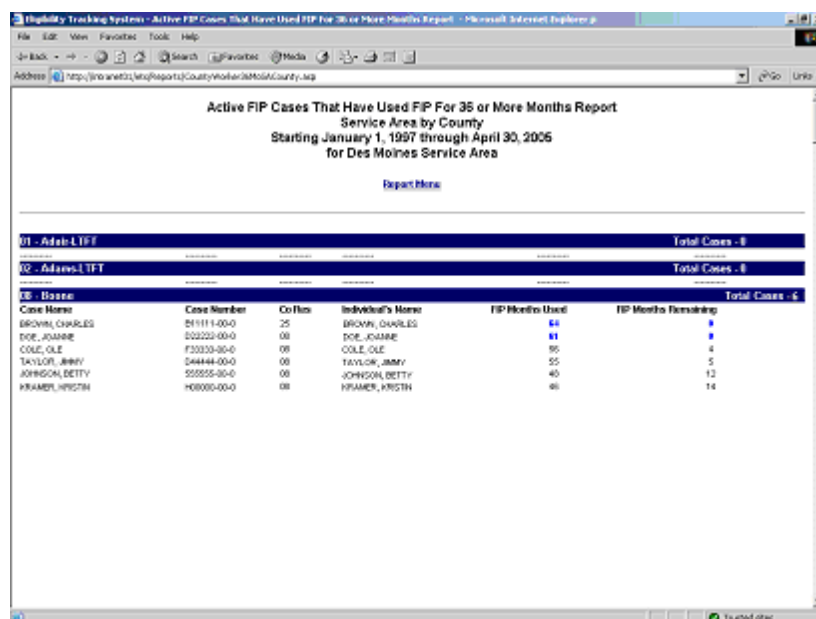
The only information ETS does not fill in is the worker's name and phone number. Those must be completed manually. Two copies of the form are printed, one to send to the family and a copy for the case record.

When form 470-3826, *Request for FIP Beyond 60 Months*, is printed from this report, for families with 58 or more months of FIP assistance, ETS will print one copy to be sent to the family.

To generate forms for more than one case at once, click on each of the checkboxes and click on one PRINT link.

Families who are not active for FIP or who have received less than 36 months of FIP assistance will not appear on the printout. To issue forms to these families, use the FORM HISTORY screen.

Service Area by County



Active FIP Cases That Have Used FIP For 36 or More Months Report					
Service Area by County					
Starting January 1, 1997 through April 30, 2005					
for Des Moines Service Area					
Report Here					
01 - Adams-LIFF					Total Cases - 8
02 - Adams-LIFT					Total Cases - 8
03 - Boone					Total Cases - 6
Case Name	Case Number	Office	Individual's Name	FIP Months Used	FIP Months Remaining
BROWN, CHARLES	211111-00-0	25	BROWN, CHARLES	64	8
DOE, JOANNE	232222-00-0	08	DOE, JOANNE	61	8
COLE, OLE	233333-00-0	08	COLE, OLE	55	4
TAYLOR, JIMMY	244444-00-0	08	TAYLOR, JIMMY	55	5
JOHNSON, BETTY	255555-00-0	08	JOHNSON, BETTY	40	12
FRAMER, KRISTIN	266666-00-0	08	FRAMER, KRISTIN	46	14

This report sorted by service area lists all active FIP cases with 36 or more months of assistance in the counties in the selected service area. Each case will also display the county of residence. This is a view-only report.

When this report is requested, a message will appear that states, “THIS REPORT MAY TAKE SOME TIME TO GENERATE. PLEASE BE PATIENT.” Select OK or CANCEL to indicate if you would like to continue generating the report.

Service Area by County of Residence

Active FIP Cases That Have Used FIP For 36 or More Months Report
Service Area by County of Residence
Starting January 1, 1997 through April 30, 2006
for Des Moines Service Area

[Report More](#)

To Be met entered in UBC						Total Cases: 0
Out of State Placement						Total Cases: 0
Adult LTF						Total Cases: 2
Case Name	Case Number	County	Individual's Name	FIP Months Used	FIP Months Remaining	
JONES, HENRY	511111-00-0	80	JONES, HENRY	44	15	
DAVIS, DORIS	080801-08-8	80	DAVIS, DORIS	38	22	
Advanced LTF						Total Cases: 2
Case Name	Case Number	County	Individual's Name	FIP Months Used	FIP Months Remaining	
JONES, CARLA	877777-00-0	80	JONES, CARLA	58	4	
HAUTENKOP, BRENDA	080808-00-0	80	HAUTENKOP, BRENDA	38	24	
Home						Total Cases: 6
Case Name	Case Number	County	Individual's Name	FIP Months Used	FIP Months Remaining	
BROWN, CHARLES	211111-00-0	25	BROWN, CHARLES	64	8	
DOE, JOANNE	022222-00-0	08	DOE, JOANNE	81	8	
COLE, GLE	133333-00-0	08	COLE, GLE	95	4	
TAYLOR, JIMMY	044444-00-0	08	TAYLOR, JIMMY	55	5	
JOHNSON, BETTY	055555-00-0	08	JOHNSON, BETTY	40	12	
KRAMER, KRISTIN	060606-00-0	08	KRAMER, KRISTIN	46	14	

The report sorted by service area and county of residence lists all active FIP cases with 36 or more months of assistance in each county of residence within the service area. Each case will also display the worker county number. This is a view-only report.

When this report is requested, a message will appear that states, “THIS REPORT MAY TAKE SOME TIME TO GENERATE. PLEASE BE PATIENT.” Select OK or CANCEL to indicate if you would like to continue generating the report.

REPORTS

36-Month Statewide Summary Report

August 12, 2005

Iowa Department of Human Services

Title 14 Management Information

Chapter N Eligibility Tracking System (ETS)

36-Month Statewide Summary Report

The “36-Month Statewide Summary Report” is a view-only report. Use the drop-down box to choose to have the information sorted by either county or county of residence within each service area. When this report is requested, a message will appear that states, “THIS REPORT MAY TAKE SOME TIME TO GENERATE. PLEASE BE PATIENT.” Select OK or CANCEL to indicate if you would like to continue generating the report.

The Statewide Summary Report is sorted by service area and provides totals of active FIP cases with 36 to 60 months of assistance for each county/worker and totals of active FIP cases per worker that meet hardship criteria (60+ months of assistance).

Eligibility Tracking System - 36-Month Statewide Summary Report - by County - Microsoft Internet Explorer provided by Stat...

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail

Address http://intranet01/ets/reports/StatewideSummary36Mo.asp

36-Month Statewide Summary Report - by County
for
Active FIP Cases That Have Used FIP For 36 or More Months
Starting January 1, 1997 through June 30, 2004

Report Menu

Sioux City | Waterloo | Dubuque | Ames | Council Bluffs | Des Moines | Cedar Rapids | Davenport | State Totals

Sioux City Service Area

County Number	Worker Number	Number of Cases for each FIP Month Used																													
		60+	60	59	58	Total	57	56	55	54	53	52	51	50	49	48	47	46	45	44	43	42	41	40	39	38	37	36	Total		
11	CMA3	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2		
11	CMA4	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	2		
18	CMA2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	0	0	0	1		
18	CMA3	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	3		
18	CMA4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0	0	2		
21	CMA1	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	1	0	0	0	0	0	0	0	0	0	0	3	1		
21	CMA3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1		
21	CMA4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2	0	1	2	0	0	6		
21	CMA5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	2		
30	CMA1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	3		
30	CMA2	0	0	0	1	1	0	0	0	1	0	0	0	0	0	2	1	0	0	0	0	0	0	0	0	0	0	0	5		
32	CMA2	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	2		
32	CMA4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1		

Done Trusted sites

A blue column under the heading “60+” lists the hardship totals. Red columns under the headings “58,” “59,” and “60” list the number of cases with those respective number of months and a red column under the heading “Total” provides a total of the number of cases with 58 through 60 months of assistance. A black “Total” column on the right lists the number of cases with 36 through 60 months of assistance.

FIP Hardship Approvals and Denials Report

The screenshot shows a web browser window displaying the "FIP Hardship Exemption Approvals and Denials Report by County of Residence" for April 2005, specifically for the Sioux City Service Area. The report is organized into two main sections: "Hardship Exemption Approval Reasons" and "Hardship Exemption Denial Reasons".

Hardship Exemption Approval Reasons

County of Residence	Active FIP Cases in a Hardship Exemption Period	Hardship Exemption Approvals This Month	Benefits evidence	Lack of employability	Lack of suitable child care	Physical or mental health issues	Disability	Parent needed in home: child has special needs	Housing barriers	Substance abuse issues	Other circumstances that prevent self-sufficiency
Colles not entered in ETRC	0	0	0	0	0	0	0	0	0	0	0

Hardship Exemption Denial Reasons

County of Residence	Hardship Exemption Denials This Month	FIP eligibility not dependent on hardship	Client withdrew hardship exemption request	Hardship exemption request submitted before month 50	Did not provide requested information	Did not return Public Assistance Application	Does not meet hardship criteria	Did not attend PROMISE JOBS interview	Did not sign FIA
	0	0	0	0	0	0	0	0	0

The “FIP Hardship Approvals and Denials” report is a view-only report that displays:

- ◆ The number of cases in a hardship exemption period. Any case in an active hardship period is included in the total.
- ◆ The number of cases approved for hardship this month. This number is included in the first total.
- ◆ The number of approvals this month for each possible reason. These may total more than the number of approvals, because more than one reason may be selected for an approval.
- ◆ The number of cases denied hardship this month.
- ◆ The number of denials for each possible reason.

The report is organized by service area and by county.

REPORTS

FIP Hardship Approvals and Denials Report

Revised February 17, 2006

Iowa Department of Human Services

Title 14 Management Information

Chapter N Eligibility Tracking System (ETS)

When this report is requested, a message will appear that states, “THIS REPORT MAY TAKE SOME TIME TO GENERATE. PLEASE BE PATIENT.” Select OK or CANCEL to indicate if you would like to continue generating the report.

PROMISE JOBS Regional Report

Active FIP Cases That Have Used FIP For 36 or More Months Starting January 1, 1997 through April 30, 2005 for the Burlington PROMISE JOBS Region					
Report Menu					
28 - Des Moines					Total Cases - 37
Case Name	Case Number	Individual's Name	SSN	FIP Months Used	FIP Months Remaining
BROWN, CHARLES	011111-00-0	BROWN, CHARLES	111-11-1111	36	0
DOE, JOANNE	022222-00-0	DOE, JOANNE	222-22-2222	15	0
COLE, OLE	033333-00-0	COLE, OLE	333-33-3333	65	0
TAYLOR, JIMMY	044444-00-0	TAYLOR, JIMMY	444-44-4444	63	0
JOHNSON, BETTY	055555-00-0	JOHNSON, BETTY	555-55-5555	63	0
KRAMER, KRISTIN	060000-00-0	KRAMER, KRISTIN	777-77-7777	61	0
JONES, HERMET	011111-00-0	JONES, HERMET	808-08-0808	58	1
DADLE, DORE	000000-00-0	DADLE, DORE	909-09-9999	58	2
JUNG, CARLA	077777-00-0	JUNG, CARLA	012-34-5678	58	2
HALFENPOP, BRENEA	088888-00-0	HALFENPOP, BRENEA	123-45-6789	57	3

The “PROMISE JOBS Regional” report is a view-only report that is intended for use by PROMISE JOBS Staff. The report is sorted by the 16 PROMISE JOBS service delivery areas. It lists, by county of residence, all active FIP cases with the number of months of FIP assistance used and the number of months remaining.

When this report is requested, a message will appear that states, “THIS REPORT MAY TAKE SOME TIME TO GENERATE. PLEASE BE PATIENT.” Select OK or CANCEL to indicate if you would like to continue generating the report.

State and Federal TANF Report

Total FIP Months Used	Federal Count	State Count	All FIP was returned	Reason Months Not Counted		Agency Error	Reason Totals
				All FIP was reimbursed	All FIP was an overpayment		
76	1	2	0	0	0	0	0
68	1	7	0	0	0	0	0
68	1	14	0	0	0	0	0
68	1	7	0	0	0	0	0
68	2	27	0	0	0	0	0
64	2	9	0	0	0	0	0
63	3	16	0	0	0	0	0
62	2	7	0	0	0	0	0
61	1	2	0	0	0	0	0
60	12	38	0	0	0	0	0
58	35	30	0	0	0	0	0
58	39	41	0	0	0	0	0
57	55	55	0	0	0	0	0
56	52	53	0	0	1	0	1
55	51	105	0	0	0	0	0
54	74	78	0	0	0	0	0
53	62	107	0	0	0	0	0
52	75	91	0	0	0	0	0
51	89	116	0	0	0	0	0
50	81	112	0	0	0	0	0
48	78	146	0	0	0	0	0

The “State and Federal TANF Report” is a view-only report designed for central office use. When it is requested a message will appear that states, “THIS REPORT MAY TAKE SOME TIME TO GENERATE. PLEASE BE PATIENT.” Select OK or CANCEL to indicate if you would like to continue generating the report.

Printing Reports

The reports in ETS are designed to be viewed on line. If you wish to print a report, it is recommended that you print in landscape view. Follow these steps to print a report:

Step	Action
1	While on the report you want to print, click on FILE/PAGE SETUP in the toolbar.
2	Change the ORIENTATION from “Portrait” to “Landscape.” Click OK.
3	Click on the PRINTER icon found on your browser.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

August 12, 2005

GENERAL LETTER NO. 14-N-1

ISSUED BY: Field Operations Support Unit

SUBJECT: Employees' Manual, Title 14, Chapter N, **ELIGIBILITY TRACKING SYSTEM (ETS)**, Title page, new; Contents (pages 1 and 2), new; and pages 1 through 39, new.

Summary

This letter transmits Title 14, Chapter N, a new chapter of the manual describing the Eligibility Tracking System.

Effective Date

Upon receipt.

Material Superseded

None

Additional Information

Refer questions about this general letter to your area income maintenance supervisor 2.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

February 17, 2006

GENERAL LETTER NO. 14-N-2

ISSUED BY: Field Operations Support Unit

SUBJECT: Employees' Manual, Title 14, Chapter N, *ELIGIBILITY TRACKING SYSTEM (ETS)*, pages 2, 5, 6, and 38, revised.

Summary

This chapter is revised to:

- ◆ Add language to the action code, "X" under the section, "ISSV Information."
- ◆ Update the language and screen images in the section, "DHS Access Procedures."
- ◆ Add language to the section, "PROMISE JOBS Regional Report."

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter N, and destroy them:

<u>Page</u>	<u>Date</u>
2, 5, 6, 38	August 12, 2005

Additional Information

Refer questions about this general letter to your area income maintenance administrator.